



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 39-06

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services
Holly Mueller, Program Director
Arizona Department of Education, School Health & Nutrition Programs

Date: March 27, 2006

RE: Communication Concerning Verification Activities

It is required that communications between Local Education Agencies (LEA's) and households regarding applications, certification and verification procedures for the free and reduced price school lunch meals be provided in languages that are understandable to parents and guardians.

LEA's must be aware that this requirement includes verification materials and statements concerning the use or disclosure of information, including the use of social security numbers. Any direct communication with the parents or guardians must be in a language they can understand.

To assist with this task USDA has provided prototype applications and related materials in appropriate languages which include:

Arabic, Cambodian/Khmer, Chinese (Mandarin), Farsi, French, Greek, Haitian Creole, Hindi, Hmong, Japanese, Korean, Kurdish, Laotian, Polish, Portuguese, Russian, Samoan, Serbo-Croatian, Somali, Sudanese, Urdu, Vietnamese, Tagalong, and Thai.

Prototype applications for the languages listed above will be posted as they are received beginning in April 2006 on the USDA website: www.fns.usda.gov/cnd/FRP/frp.process.htm.

Updated versions of the English and Spanish forms for school year 2006-2007 will soon be available on the ADE Health & Nutrition website: www.ade.az.gov/health-safety/cnp/nslp/Operating.

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist at 602-542-8700.

Page 1 of 1